

VMRII-VRO GUIDELINE -  
1099-PAYMENT / WITHHOLDING  
ALTERNATE NAMES

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Narrative: This set up will apply to all sole proprietors who's legal (reportable) name is different from their DBA(doen business as) or AKA(also known as) name.

Guideline/Checklist Reference – Payment/Withholding Alternate Names Checklist

Where can the 'Payment/Withholding Alternate Names' be found?

The Payment/Withholding Alternate Names is a link on each address in the vendor record.

What does the 'Payment/Withholding Alternate Names' do?

- Payment Alternate Name - Anything entered in Name 1 of the Payment Alternate Name will print on the check. Name 2 in this section does not print on the check.
- Withholding Alternate Name – Anything entered in Name 1 and Name 2 will print on the 1099.

How is the 'Payment Alternate Names' used?

1. For sole proprietorships, where the checks are made payable to the business name, but the 1099 is reported under the owner's name. See the guideline and checklist entitled *Sole Proprietorships*.
2. For associations, councils, etc. that begin with "North Dakota", "National", "Council of", etc. Because we use the primary word first in Name 1 for searching the vendor, use the Payment Alternate Name1 to spell out the correct title of the vendor. In that way, the checks will print with the proper name.
3. Any other unusual situation. Contact Vendor Registry for guidance (phone 701-328-2773 or email: [spovendor@nd.gov](mailto:spovendor@nd.gov) ).

How is the Withholding Alternate Name used?

This portion is used when a vendor is operating with a DBA (doing business as). The DBA is entered in Name 1 on the Identifying Information page and the legal name is enter in the 'Withholding Alternate Name' on the corresponding address.

Example:

Identifying Information page:

Name 1 – Smith Consulting

Withholding Alternate Name:

Name 1 – Smith, Jamie

Name 2 - Smith Consulting

Both names from the 'Withholding Alternate Name' will print on the 1099.